

**Capital Planning Committee**  
**Meeting Minutes**  
**March 2, 2017**

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In attendance were:     Sandy Pooler  
                                 Charlie Foscett  
                                 Mike Morse  
                                 Brian Rehrig  
                                 Tony Lionetta  
                                 Barbara Thornton  
                                 Rich Viscay

Not in attendance:     Steve Andrew

Also in attendance:     Amy Fidalgo, Management Analyst  
                                 Timur Yontar  
                                 Chris Moore

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- **Meeting Opened:** Charlie Foscett opened the meeting at 5:05pm. The meeting minutes of February 23, 2017 were reviewed and approved. (7-0).
- **Preparation for presentation to Finance Committee:** The CPC reviewed the presentation for the upcoming Finance Committee meeting scheduled for March 8, 2017. Charlie Foscett discussed updates that have been made for each slide. Sandy Pooler explained the new slides that have been added regarding the Municipal Modernization Act. Sandy Pooler and Rich Viscay will be adding slides that address the progress of the Munis upgrade. Charlie Foscett said it should be stated that ICS will be retired by the end of this upgrade process.
- **Discussion of Unused Capital Funds:** Richard Viscay said he has completed reviewing all of the available balances. Encumbered funds still need to be culled through; a lot of these encumbered funds are on the School Department side. Changes in staff have made this process difficult to complete, but Rich Viscay will continue to work with the School Department over the next few months to see what can be swept.
- **Other Business:** Charlie Foscett reminded the CPC that after the presentation to the Finance Committee, the CPC will need to start getting their report for Town Meeting prepared. Rich Viscay mentioned that he would like to have some input in the format of the language of the vote this year regarding how to present the prior year debt service figure. Charlie Foscett and Brian Rehrig said that the Capital Database reflects all the bonds issued, and will help to clarify this figure.
- **Adjournment:** The CPC moved to adjourn. (7-0).